

**INSTRUCTIONS FOR  
REPORT TO STATE CONTROLLER OF REMITTANCE TO STATE TREASURER  
TC-30**

1. Remittance Advice Number

In the upper-right-hand corner of the TC-30, you will locate the Remittance Advice Number box. Enter your agency's alpha-code followed by a six (6) digit number sequence.

Example: XX010001

2. Agency: Enter name of remitting state agency.

3. Fund: Specify fund in which remittance should be deposited. If remittance will affect more than one fund, type "See Below." Detail separate fund information under Description Column.

4. Appropriation Data: Enter the Item, Chapter, and Fiscal Year.

5. Description: This column is used to describe the individual amounts in detail as required by the State Administrative Manual (SAM).

- Revenue Accounts: List revenue title. See Uniform Code Manual for proper title.
- Appropriations: List Budget Act category/program and description, i.e. Category 30--Operating Expenses and Equipment. Describe type of abatement amount. A separate page of description may be attached to remittance advice if necessary. See State Administrative Manual for proper descriptions.
- Special Legislation: List Chapter/Fiscal Year, title of account, and nature of money being remitted.

6. Enter the date of the collection period in which money was received by state agency.

7. Original signature and official title of person certifying report.

8. Date / phone number: enter current date and phone number of contact person.

**AGENCIES ARE REQUIRED TO COMPLETE CODING BLOCKS AS FOLLOWS:**

- ◆ REVENUE: Enter fund, agency, fiscal year, and a 6 digit revenue code. ALL OTHER CODING BLOCKS LEAVE BLANK.
- ◆ APPROPRIATIONS: Enter fund, agency, fiscal year, reference, category or program. If applicable, fill in element, component, and task. On Reimbursement accounts, be sure to include the Controller's source fund.
- ◆ GENERAL LEDGER ACCOUNTS: List fund and general ledger account code.
- ◆ FEDERAL TRUST FUND AND PAYROLL REVOLVING FUNDS (A/R'S): These funds require specific instructions for completing the coding blocks on remittance advices. See specific instructions from the State Controller's Office, Division of Accounting and Reporting.

9. Make three (3) copies of completed form.

Send ORIGINAL of each set to:

State Controller, State of California  
Division of Accounting and Reporting  
P.O. Box 942850  
Sacramento, CA 94250-5875

Send DUPLICATE and TRIPLICATE of each set along with check or warrant to:

State Treasurer  
Cash Management Division  
P.O. Box 942809  
Sacramento, CA 94209-0001

Retain QUADRUPLICATE for your records.

**GENERAL NOTES**

This form must be used whenever a remittance is made to the State Treasurer.

ORDERING FORMS: Additional forms may be obtained through the State Controller's Office, Division of Accounting and Reporting. A PC version is also available for Lotus 123 5.0 and Excel 5.0 for Windows.

